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MARK GWYN
Director

MEMORANDUM

To: All Agencies Submitting Fingerprints for Civil Purposes

From: Brad Truitt, Tennessee Compact Officer

Date: September 29, 2016

Subject: Notification of Revised Fee Schedule

The purpose of this communication is to advise the users of the Tennessee Applicant Processing Services (TAPS) of a change in the fee structure. The fees associated with fingerprint-based background checks are calculated by adding three numbers: the FBI fee, the TBI fee, and the (fingerprint collection) vendor fee. The FBI is required by federal statute to review their fee process periodically, to determine the cost associated with providing the service. Based on their last review, it was determined that a slight reduction in the FBI fee was in order. Tennessee statute requires that the TBI fee be reflective of the FBI fee, therefore it is also being reduced accordingly. Effective October 1, 2016, the revised user fees will be as follows:

TBI/FBI Applicant Fingerprint-Based Background Checks: \$32.65
TBI/FBI Volunteer Fingerprint-Based Background Checks: \$30.15
TBI only Fingerprint-Based Background Checks: \$20.65

In addition, (effective March 1, 2015) the FBI ceased to accept paper fingerprint card submissions. Likewise, *TBI will no longer accept paper fingerprint card submissions* (for civil purposes). The paper fingerprint submission fee was \$60. **If you still use a manual fingerprinting process, those prints must be sent to Identogo (our fingerprint collection vendor) to be converted to an electronic submission.** This will allow you to take advantage of the reduced fee, as well as provide a faster response. For more information on this service, visit www.identogo.com. Click Tennessee on the map, go to **Forms and Links**, and click on **Card Scan Instructions**.

If you have any questions regarding these changes, please call (615) 744-4343, (615) 744-4274 or (615) 744-4095 to speak with the TBI Fee Programs staff.

